



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> CPT/ ADMIN, 31A	<b>RANK/GRADE:</b> CPT/O3 (Minimum: 1LT/O2 )	<input type="checkbox"/> <b>NATIONWIDE</b> <input checked="" type="checkbox"/> <b>NCARNG SOLDIERS ONLY</b>	<b>ANNOUNCEMENT #:</b> AGR-FTM 2017-88
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**UNIT, LOCATION, POC:**  
HHC 105<sup>TH</sup> MP BN/ Asheville, NC  
POC: MAJ Stumpf (984) 661-4303  
[diana.e.stumpf.mil@mail.mil](mailto:diana.e.stumpf.mil@mail.mil)

**OPENS:**  
12 September 2017

**CLOSES:**  
12 October 2017

**POSITION DESCRIPTION:** The S1 is an authority on the full range of enlisted and officer personnel processing actions for the Battalion. These actions include but are not limited to enlistments, discharges, promotions, reductions, retention and attrition management, officer candidate school recruitment, transfers, MOS award and assignments, Line of Duty (LOD) investigations, state and federal awards, Military Medical Review Boards (MMRB), Non-Commissioned Officer Evaluation Reports (NCOER) and Officer Evaluation Reports (OER). Assist in the development, implementation and evaluation of administrative and personnel policies for the brigade. Serves as the advisor for the command in the areas of legal, medical, and personnel actions. Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning administrative and personnel activities. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** **Must be able to obtain Branch 31A within 1-year of assignment.** Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [ng.nc.ncarng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarng.mbx.hro-agr@mail.mil) no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

### THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

**AGR APPLICATION CHECKLIST**  
**M-DAY SOLDIERS**

- \_\_\_\_\_ 1. NGB Form 34-1 AGR Application, can be found at  
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>  
(Include e-mail address at the top 1st page of NGB Form 34-1)
- \_\_\_\_\_ 2. Certified copy of ERB/ORB
- \_\_\_\_\_ 3. Personnel Qualification Record (Must be pulled in last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting latest APFT (must be current within 1 year)  
\_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ 5. DA 5500 (If Applicable)
- \_\_\_\_\_ 6. IMR (within 15 months)
- \_\_\_\_\_ 7. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).  
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
- \_\_\_\_\_ 8. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.  
\_\_\_\_\_ SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of  
recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- \_\_\_\_\_ 9. All DA 1059's
- \_\_\_\_\_ 10. All DD Form 214 (must have items 23-30 included),
- \_\_\_\_\_ 11. NGB Form 23/23b (Current National Guard Soldier) Retirements Points History Statement (RPAM)  
(Must be pulled in last 30 days)
- \_\_\_\_\_ 12. DA Form 1506 (Army Reserve or Regular Army Soldier) Statement of Service.

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.

**AGR APPLICATION CHECKLIST**  
**AGR SOLDIERS**

- \_\_\_\_\_ 1. OTAGNC Form 690-101, AGR Mobility Application, can be found at  
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>  
(Include e-mail address at the top of OTAGNC Form 690-101)
- \_\_\_\_\_ 2. Certified copy of ERB/ORB
- \_\_\_\_\_ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
  - \_\_\_\_\_ Passed APFT.
  - \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ 5. DA 5500 (If Applicable)
- \_\_\_\_\_ 6. IMR (within 15 months)
- \_\_\_\_\_ 7. DA Form 7349 Annual Medical Certificate – Page 1 only (must be signed within 30 days).  
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
- \_\_\_\_\_ 8. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
  - \_\_\_\_\_ SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ 9. Letter of Recommendation from Brigade AO.
- \_\_\_\_\_ 10. Current AGR Orders.

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.